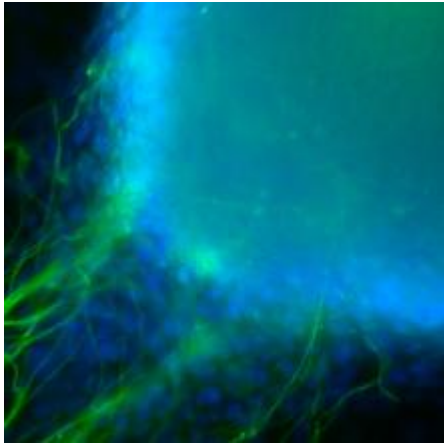


Box Sync



Dejon Lewis on February 14, 2020

Box Sync is an application which lets you access folders and content offline. All synced folders are stored locally on the hard drive as well as in Box. Box Sync is great for streamlining workflows, but it does consume local storage. Users should only sync the folders and content they work with on a daily basis.

When you first install Box Sync, it will be empty until you designate some folders to sync. For information on how to designate folders to sync, visit [Syncing with Box Sync](#). [1]

Latest versions of Box Sync: [1]

- Windows v4.0.7886.0 [1]
- Mac v4.0.7886 [1]

Supported Operating Systems: [1]

- Windows 7 (32-bit and 64-bit), 8 (64-bit), 8.1 (64-bit), and 10 (32-bit and 64-bit) [1]
- MacOS 10.12 and 10.13 [1]

Anything not listed above is not supported. For an up-to-date list of supported operating systems, visit [\[1\]here](#) [2].

Box Sync Guides

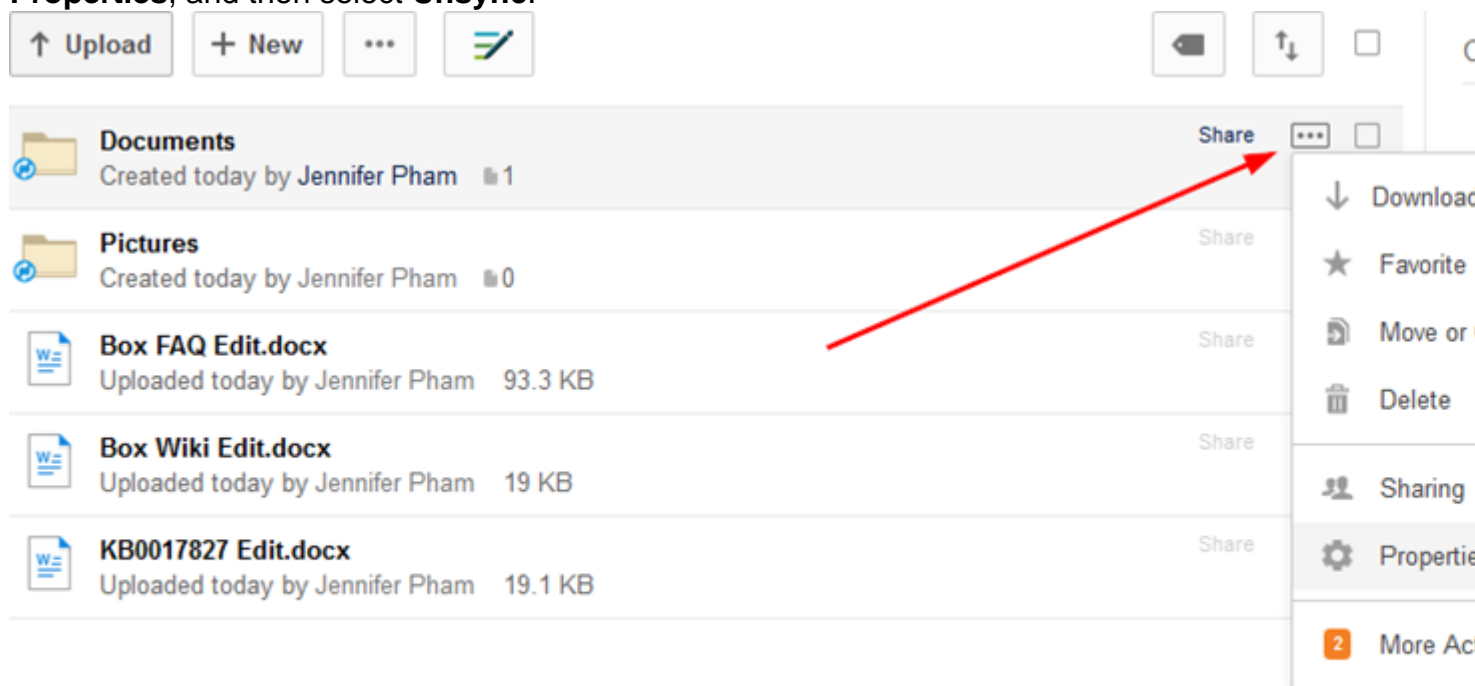
- [How to Install Box Sync](#) [3]
- [Syncing with Box Sync](#) [1]
- [Errors with Box Sync](#) [4]

- Upload with Box Sync [5]
- File Lock with Box Sync [6]

Box Sync Best Practices

i Syncing a large number of files and folders can degrade how well Box Sync works and also impact your computer's performance by increasing hard disk usage and bandwidth. This can also lead to files being duplicated on Box.

To unsync folders that you don't need to access via Box Sync on your desktop, log into your Box account via a web browser, select the **...** options icon for that folder, scroll down to **Properties**, and then select **Unsync**.



i If you reimage your computer, do NOT upload your backed up files. Allow Box Sync to naturally sync the files from your UCSF Box account into your Box Sync folder on its own. If you drag and drop a backup of your files to your Box Sync folder, it will create duplicates that look like **filename-(user's email address)**.

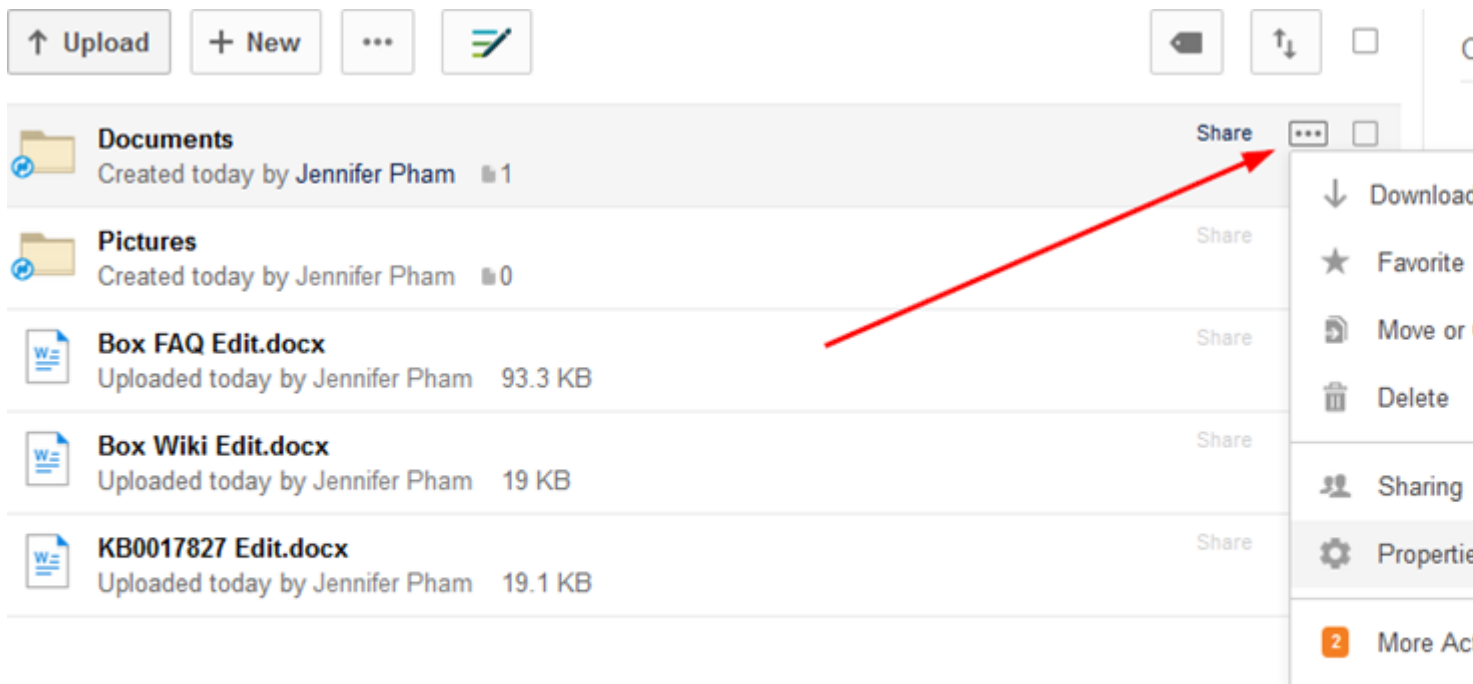
i Having a lot of errors can prevent other files from syncing. Try to regularly clear your Box Sync errors by following the resolutions provided in Errors with Box Sync [4].

Box Sync Tips and Tricks

i When dragging files out of your Box Sync folder, it will move the same file from your Box account into your Box Trash [7].

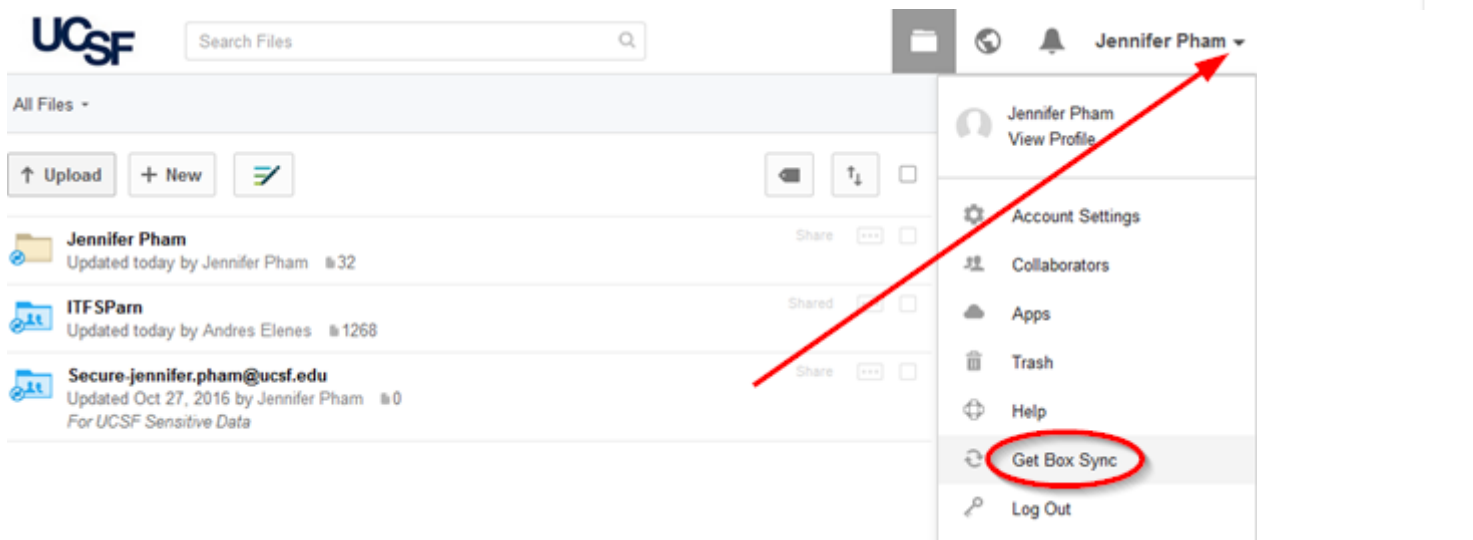
Required Service Information

Images



This screenshot shows the top portion of the UCSF Box interface. At the top, there are buttons for 'Upload', 'New', and a menu icon. Below this is a list of folders and files. The 'Documents' folder is selected, and a 'Share' button is highlighted with a red arrow. A dropdown menu is open to the right of the 'Share' button, showing options like 'Download', 'Favorite', 'Move or Copy', 'Delete', 'Sharing', 'Properties', and 'More Actions'.

Item	Created/Updated by	Size	Share
Documents	Created today by Jennifer Pham	1	Share
Pictures	Created today by Jennifer Pham	0	Share
Box FAQ Edit.docx	Uploaded today by Jennifer Pham	93.3 KB	Share
Box Wiki Edit.docx	Uploaded today by Jennifer Pham	19 KB	Share
KB0017827 Edit.docx	Uploaded today by Jennifer Pham	19.1 KB	Share



This screenshot shows the UCSF Box interface with the user profile dropdown menu open. The user's name 'Jennifer Pham' is visible in the top right corner. The dropdown menu contains options: 'View Profile', 'Account Settings', 'Collaborators', 'Apps', 'Trash', 'Help', 'Get Box Sync', and 'Log Out'. The 'Get Box Sync' option is highlighted with a red circle, and a red arrow points to it from the left.

Item	Updated by	Size	Share
Jennifer Pham	Updated today by Jennifer Pham	32	Share
ITFSPam	Updated today by Andres Elenes	1268	Share
Secure-jennifer.pham@ucsf.edu	Updated Oct 27, 2016 by Jennifer Pham	0	Share

Box Sync



↓ Box Sync

1. Get Box Sync for Windows

Download the latest version of Box Sync for Windows now to start syncing content between your desktop and your Box account.

Opening BoxSyncSetup.exe

You have chosen to open:



BoxSyncSetup.exe

which is: Binary File (29.9 MB)

from: <https://e3.boxcdn.net>

Would you like to save this file?

Save File

Cancel

Box Sync Setup



Box Sync

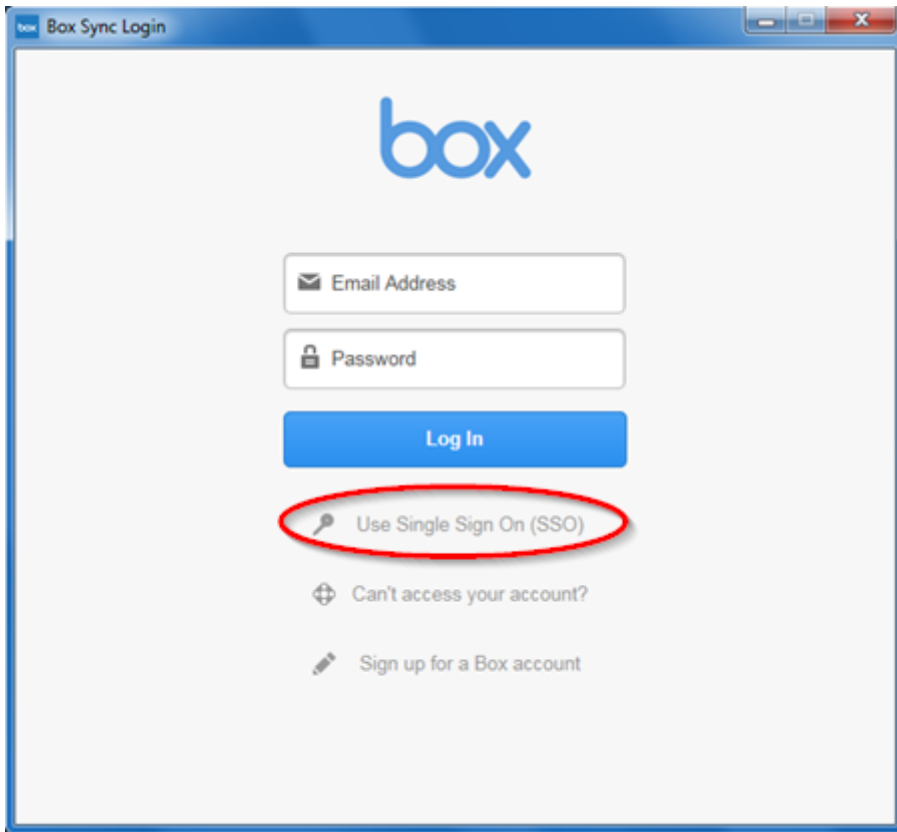
CLICK-THROUGH AGREEMENT

THIS CLICK-THROUGH AGREEMENT (THIS "AGREEMENT") IS BETWEEN BOX ("BOX") AND YOU. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER ENTITY, YOU REPRESENT THAT YOU ARE THE EMPLOYEE OR AGENT OF SUCH COMPANY (OR OTHER ENTITY) AND YOU HAVE THE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF SUCH COMPANY (OR OTHER ENTITY) BY CLICKING ON THE "ACCEPT"

I agree to the license terms and conditions

Install

Close



GET IT HELP. Contact the Service Desk online, or phone 415.514.4100

Site Login Site Index

Suggest an IT Improvement | © UC Regents

*//-->

Source URL: <https://it.ucsf.edu/services/ucsf-box/additional/box-sync>

Links

- [1] <https://it.ucsf.edu/services/ucsf-box/additional/syncing-box-sync>
- [2] <https://community.box.com/t5/Using-Box-Sync/Installing-Box-Sync/ta-p/85>
- [3] <https://it.ucsf.edu/services/ucsf-box/additional/install-box-sync>
- [4] <https://it.ucsf.edu/services/ucsf-box/additional/errors-box-sync>
- [5] <https://it.ucsf.edu/services/ucsf-box/additional/upload#boxsync>
- [6] <https://it.ucsf.edu/services/ucsf-box/additional/file-lock#boxsync>
- [7] <https://it.ucsf.edu/services/ucsf-box/additional/trash>
- [8] <https://it.ucsf.edu/services/ucsf-box>